



City Manager

ROLE OVERVIEW

As chief administrator of the City, effectively manages the affairs of the City in accordance with federal and state laws, local ordinances and Hutto City Council policies. The City Manager works closely with the City Council, advisory boards and commissions, committees appointed by the City Council and with the general public to meet community goals and objectives. The effective operation of a full-service municipal organization is the responsibility of the City Manager through the utilization of innovative techniques, staff development, consensus building and interaction with the other City managers, statewide organizations and associations, and representatives of governmental agencies at the state and federal levels.

ORGANIZATIONAL IMPACT

Directs and has **key responsibility for long-term results** of several (or all) major organizational entities. The position has **broad and extensive impact** that affects **the long-term strategic performance of the organization**. The work involves providing overall direction for the planning, developing and execution of vital administrative, professional and technical programs. The programs are essential to the missions of the organization and affect large numbers of people on a long-term or continuing basis.

Customer Service

Position has responsibility for **determining and planning long-range customer requirements and establishing plans** that are responsive to organizational goals and strategies. Identifies and executes actions for achieving customer service objectives. The personal contacts are with **high-ranking officials from outside the organization** at state, national or international levels in **highly unstructured settings**, e.g., contacts are characterized by problems, such as the officials may be relatively inaccessible; arrangements may have to be made for accompanying staff members; appointments may have to be made well in advance; each party may be very unclear as to the role and authority of the other; and each contact may be conducted under different ground rules. Typical of contacts at this level are those with Members of Legislature, presidents of national or international firms, recognized representatives of the news media, State officials or appointed/elected officials of other cities. The purpose is to justify, defend, negotiate or settle matters involving significant or complex or controversial issues. The work usually involves active participation in the conferences, meetings, hearing or presentations involving problems or issues of considerable consequence or importance. The persons contacted typically have diverse viewpoints, goals or objectives requiring the employee to achieve a common understanding of the problem and a satisfactory solution by convincing them, arriving at a compromise or developing suitable alternatives.

Creativity and Continuous Process Improvement

Position requires the ability to **create and/or refine complex procedures, ideas, or techniques**. Uses **independent thinking** in **complex environments**. The work typically includes varied duties that require many different and unrelated processes and methods, such as those relating to well established aspects of an administrative or professional field. Decisions regarding what needs to be done include the assessment of unusual circumstances, variations in approach and incomplete or conflicting data. The work requires making many decisions concerning such things as interpretation of considerable data, planning of the work or refinement of the methods and techniques to be used.

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PRINCIPLE OUTCOMES

1. Oversees and maintains an efficient, high functioning, and service minded workforce.
2. Ensures exemplary services and provided to the citizens of Hutto in all areas under the City's charge.
3. Implements the city's vision and mission statement as determined by the City Council and obtained from the community.

RESPONSIBILITY for RESULTS

Establishes **objectives and designs processes** that support functional **organization-wide policies and strategies**. Accountabilities include solving advanced research problems, creating new or improved methods and techniques, or directing the development of business plans, resources, and staff. Also includes providing expert advice and serving in a recognized leadership role. **Formulates strategies** and **identifies research** or business initiatives that **impact organization-level decisions and results**. Guidelines are broadly stated and nonspecific, e.g., broad policy statements and basic legislation that require extensive interpretation. The employee must use judgment and ingenuity in interpreting the intent of the guides that do exist and in developing applications to specific areas of work. Frequently, the employee is recognized as a technical authority in the development and interpretation of guidelines. The employee has responsibility for independently planning, designing and carrying out programs, projects, studies or other work. Results of the work are considered technically authoritative and are normally accepted without significant change. If the work should be reviewed, the review concerns such matters as fulfillment of program objectives, effect of advice and influence on the overall program. Recommendations for new projects and alteration of objectives usually are evaluated for such considerations as availability of funds and other resources, broad program goals or strategic priorities.

ESSENTIAL DUTIES

Essential Duties

1. Develops and implements goals, objectives, policies and priorities for City departments in accordance with the City Council's vision.
2. Reviews and approves agendas and other materials for all meetings of the City Council and attends and assists with said meetings.
3. Prepares and submits to the City Council, at the end of each fiscal year, a complete report on the finances and administrative activities of the City for the preceding year.
4. Provides the City Council with up-to-date information pertaining to City operations and departmental matters to enable the City Council to make informed policy decisions.
5. Develops and implements plans for the personnel, financial and program aspects of City operations in accordance with budgetary and other policy discretion established by the City Council.
6. Provides adequate and accurate information to news media so that citizens can be informed of governmental activities.

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ESSENTIAL DUTIES

Essential Duties

7. Keeps the City Council advised of the financial condition and future needs of the City and makes such recommendations as necessary.
8. Prepares annual budget recommendations and justifications based on data submitted by all department heads, including capital expenditure items, consistent with short and long-range plans. Files approved budget with appropriate authorities and administers approved budget.
9. Ensures efficient and economical purchasing of equipment, supplies, materials, property and facilities for the City.
10. Identifies and strategically plans long-range projects designed to upgrade various City operations and services to meet the future needs of the City.
11. Ensures that advance planning is conducted for management of the City's future growth and development and provides project management of growth-related tasks including but not limited to annexations, land-use planning and infrastructure needs assessment.
12. Supervises the City's program and administrative functions and provides general leadership and direction for City personnel. Provides direct supervision of department heads and monitors departmental performance objectives.
13. Ensures adequate staff support for all policy or advisory boards, commissions or committees of the City.
14. Ensures adequate professional development for all employees and motivates employees to provide exemplary service to the Hutto Community. The City Manager makes decisions regarding hiring, disciplining, suspending and terminating City employees or appointed officers.
15. Ensures City compliance with state, federal and local statutes and regulations, as well as with grant and contract provisions and administers all contracts with the City to ensure their faithful executions.
16. Directs and supervises the City staff and conducts annual performance evaluations. Provides professional guidance and encourages staff to achieve professional development goals which will facilitate the successful completion of departmental objectives that will contribute to the City of Hutto vision statement and strategic goals.

LEADERSHIP

Next Level Supervisor: None

Immediate Supervisor: Mayor and City Council

This Position: City Manager

Direct Reports: Assistant City Manager, Chief of Police, City Engineer, Director of PARD, Director of Development Services, HR Director and Chief of Staff.

Supervision Received: Works under the general guidance and direction of the Mayor and City Council.

Supervision Exercised: Position has direct responsibility for **monitoring performance of directors and/or senior managers for major departments**. Establishes strategic work objectives and assists in resolving the most difficult employee relations, staffing, and resource problems. The supervisor provides administrative direction with assignments in terms of broadly defined strategic direction, missions or functions and modifies and/or acquires resources as needed. Directs and supervises the City staff and conducts annual performance evaluations. Provides professional guidance and encourages staff to achieve professional development goals which will facilitate the successful completion of departmental objectives that will contribute to the City of Hutto vision statement and strategic goals.

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CREDENTIALS

Knowledge / Skills / Ability

Mastery-level job skills are required. The position requires recognition at an expert level in a highly technical discipline. Generally requires cross-discipline professional ability with extensive knowledge in several fields. Practical knowledge of a wide range of technical methods, principles and practices; and skill in applying this knowledge to the design and planning of difficult, but precedented projects. **Knowledge:** Modern and highly complex principals and practices of municipal administration; Municipal organizational structure and departmental functions; Principles of personnel selections, supervision, training and evaluation; Innovative research techniques using reliable sources of information; Federal, state and local laws, rules and regulations pertaining to local government operations; Council/Manager form of government; Principles of effective public relations; Intergovernmental relationships; Governmental finance including investments, debt management, development incentives, financial reporting and budgeting. **Skills and Abilities:** Communication with the citizens that perpetuates a positive community relationship; Possession of strong leadership skills; Interaction with community groups and agencies, private businesses and firms, municipalities, Williamson County and other levels of government that produces a positive intergovernmental relationship; Creative methods of report presentation with proficiency in both oral and written communication; Comfortable and confident presence with the media; Effective use of problem-solving skills to evaluate a variety of administrative problems and make sound policy and procedural recommendations; Establish and maintain effective working relationships with officials in local, state and federal government officials; Expertise in human resource management including staff selection, professional development and training, motivation and evaluation; Utilization of technology to facilitate effective and efficient workflow; Evaluate data and make sound decisions regarding that data as it applies to providing services; Recognize, evaluate and respond adequately to a variety of policy issues faced by the City.

Formal Education / Certification / Licenses (minimum preferred)

Master's Degree in public administration, business, or a related field from an accredited institution, or any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities. Knowledge of a wide range of concepts, principles and practices of a professional or administrative occupation, such as would be gained through extended graduate study or experience, and skill in applying this knowledge to difficult and complex work assignments.

Certifications/Licenses: Possession of or the ability to obtain the appropriate Texas driver's license.

Prior Experience

Minimum of 5 years of experience as a city manager/assistant city manager and/or 7 to 10 years of progressively responsible experience in municipal operations.

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WORK CONDITIONS

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is **sedentary**. Typically, the employee sits comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items, such as papers, books or small parts; or driving an automobile. No special physical demands are required to perform the work.

The employee must frequently lift, carry and/or move up to 20 pounds and occasionally lifts, carries and/or moves from 21 - 60 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The environment involves **everyday risks and discomforts** that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated/cooled and ventilated.

Tools and Equipment Used

Computer; Calculator; Telephone; Fax, Copier, Printer and Scanner machines.

Department: City Manager's Office
Revised: November 2013

FLSA Status: Exempt
Pay Grade: U
Position Code: 1000

Acknowledgement

This role description does not constitute an employment agreement and is subject to change. This description is intended to indicate the type of outcomes, essential duties and levels of work difficulty required for this role. Other outcomes and/or responsibilities may be added, deleted or changed at anytime, at the discretion of Management, formally or informally, either verbally or in writing. I have read and understand the duties required of this role and further affirm that I am physically and mentally able to perform the duties as described or have requested/arranged reasonable accommodations to do so pursuant with the Americans Disability Act (ADA).

Employee: _____
(Print Name)

Signature: _____

Date: _____